

# APPENDIX B

# **GREENEVILLE/GREENE CO EMS RANDOM DRUG TESTING POLICY**

## **Purpose**

This policy describes Greeneville/Greene County EMS's policy and procedures for conducting random drug tests of employees.

## **Random Testing**

Greeneville/Greene County EMS will randomly test employees for compliance with its drug-free workplace policy. As used in this policy, "random testing" means a method of selection of employees for testing. The selection will result in an equal probability that any employee from a group of employees will be tested. Furthermore, Greeneville/Greene County EMS has no discretion to waive the selection of an employee selected by this random selection method.

## **Scheduled Periodic Testing**

Greeneville/Greene County EMS reserves the right to conduct periodic testing on a regularly scheduled basis for all employees.

## **Substances Covered by Drug and Alcohol Testing**

Employees will be tested for their use of commonly abused controlled substances, which include amphetamines, barbiturates, benzodiazepines, opiates, cannabinoids, cocaine, methadone, methaqualone, phencyclidine (PCP), propoxyphene and chemical derivatives of these substances.

Employees must advise testing coordinator of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to the testing coordinator.

## **Testing Methods and Procedure**

All initial testing will be conducted by an approved in-house supervisor. Testing will be conducted on a urine sample provided by the employee to the testing supervisor under procedures to ensure privacy of the employee, while protecting against tampering/alteration of the test sample or test results.

Employees will be considered to be engaged at work for the time spent in taking any tests and will be compensated for such time at their regular rate.

Greeneville/Greene County EMS will pay for the cost of the testing, including the confirmation of any positive test result by gas chromatography. An employee may request an immediate retest of the sample at his or her own expense if the employee disagrees with the initial test result.

## **Refusal to Undergo Testing**

Employees who refuse to submit to a test are subject to immediate discharge.

## **Positive Test**

If an employee tests positive on an initial screening test, the employee will be temporarily suspended while a blood draw test is being conducted at Greeneville Urgent Care & Indus-tricare. On receipt of the confirmation blood test, the employee will be subject to disciplinary action, up to and including discharge. Discipline selected by Greeneville/Greene County EMS will depend on a variety of factors, including the prior work record of the employee, the length of prior employment, the prior accident and attendance record of the employee, the circumstances that led to the positive test results and the proposals by the employee to address the problem.

## **Right to Explain Test Results**

All employees and applicants have the right to meet with the testing personnel, and with Greeneville/Greene County EMS to explain their test results. These discussions should be considered confidential except that information disclosed in such tests will be communicated to personnel within Greeneville/Greene County EMS or within the lab who need to know such information to make proper decisions regarding the test results or regarding the employment of the individual.

## **Right to Review Records**

Employees have a right to obtain copies of all test results from the testing laboratory, or from Greeneville/Greene County EMS. When an employee disagrees with the test results, the individual may request that the testing laboratory repeat the test. Such repeat testing will be at the expense of the individual, unless the repeat test overturns the original report of the lab, in which case Greeneville/Greene County EMS will reimburse the employee for the costs incurred for the retest.

## **Confidentiality Requirements**

All records concerning test results will be kept in medical files that are maintained separately from the personnel file of the employee.

Testing laboratories may conduct testing only for substances included on the disclosure list provided to the individual, and may not conduct general testing related to the medical conditions of the individual that are unrelated to drug use.

## **Retesting**

Employees may request a retest of their positive test results within five working days after notification by Greeneville/Greene County EMS of such positive test result. This retest is at the expense of the individual, unless the original test result is called into question by the retest.

Where the employee or applicant believes that the positive test result was affected by taking lawful or prescribed medications/substances, the individual may be suspended without pay pending receipt of confirming information to substantiate the claims of the individual. The individual shall have no more than five business days in which to provide this additional information to his/her taking or using lawful and/or prescribed medications/substances.

Once Greeneville/Greene County EMS has determined whether there is evidence to indicate that the test results are incorrect, Greeneville/Greene County EMS will advise the individual of its decision.